



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**SEASONAL CLERK  
TEMPORARY INTERMITTENT  
\$7.64 - \$8.74/Hour  
BUSINESS MANAGEMENT BUREAU  
WEST SACRAMENTO**

This position is located in the Business Management Bureau (BMB) Warehouse located at 2779 Del Monte Street, West Sacramento.

**RESPONSIBILITIES:** Under the supervision of the Assistant Chief, Business Management Bureau, the incumbent is responsible for the control and distribution of insurance agent files, and purging permanent license files. Remove obsolete documents and folders from the active files. Store files and documents removed in archive boxes and destroy in accordance with current purge guidelines. Maintain neatly arranged files on the open shelves and those boxed and placed on racks. Relocate folders. Sort work in numerical sequence. Sort outcards numerically to pull files requested. Using plastic tubs and hand cart, transport files to permanent file storage facility at West Sacramento. Perform special projects and other job related duties as required. Performing these functions may require bending, stretching, stooping and lifting up to 40 pounds.

**DESIRABLE QUALIFICATIONS:** Ability to read, manage multiple tasks, communicate effectively both verbally and in writing, interact with others professionally. Knowledge of material handling equipment is desirable or must be willing to learn.

**WHO MAY APPLY:** Interested applicants must have the ability to read and write English and do simple arithmetic computations.

**APPLICATION PROCEDURE:** Send a completed standard State of California application (Std. 678) to Stephanie Brewer, Department of Insurance-Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Seasonal Clerk #193-1120-901" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

**FINAL FILING DATE:** April 17, 2006 or Until Filled

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

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**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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